

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2022 FEB 14 PM 12:46

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

The Aspen Institute inc. (socrates program) (AISP)

Private Sponsor(s) (list all):

Dec 17, 2021 - Dec 19, 2021

Travel date(s):

Name of accompanying family member (if any):

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input checked="" type="checkbox"/> Good Faith Estimate | 132.22 | 192.00 | 147.5 | 170.0 |
| <input type="checkbox"/> Actual Amount | | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | | | | |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): THE ASIP is sponsoring a Socrates seminar to discuss leadership,

responsible governance and the role of Congress

2/14/22
(Date)

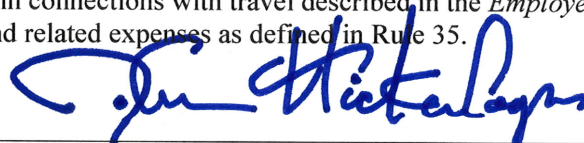
Peter Lubenick
(Printed name of traveler)

Peter Lubenick
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2/14/22
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC DEC 27 21PM 12-19

original materials submitted
11/17/2021Name of Traveler: peter lubembelaEmploying Office/Committee: Senator John Hickenlooper's officePrivate Sponsor(s) (list all): Aspen InstituteTravel date(s): December 17th -19th*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): James Madison Montpelier, Montpelier Station

Explain how this trip is specifically connected to the traveler's official or representational duties:

Peter lubembela, a staff assistant, manages our front office, handles flags requests, constituent services, assists with policy and works with the Senate Black Legislative Staff Caucus to increase diversity on the hill. The seminar and conversations will enrich Peter's knowledge of congress and empower him with the intellectual resources to push diversity on the hill

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/1/2021
(Date)Peter Lubembela
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, John Hickenlooper hereby authorize Peter Lubembela
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/1/2021
(Date)John Hickenlooper
(Signature of Supervising Senator/Officer)



Question 5. Name and titles of Senate Invitees:

Jasmin Aleman

Legislative Correspondent

Office of Sen. Chuck Schumer

Neri Martinez

Staff Director

United States Senate Special Committee on Aging

Office of Sen. Tim Scott

Blandon David

Executive Assistant to Staff Director

United States Senate Special Committee on Aging

Peter Lubembela

Staff Assistant

Office of Sen. John Hickenlooper

SOCRATES PROGRAM

 **aspen institute**

Dear Participant,

I am pleased to let you know that you have been selected to participate in the Emerging Governance Leaders Seminar Series at James Madison's Montpelier located in Montpelier Station, Virginia from December 17-19, 2021.

The Socrates Program will provide shuttles departing from Capitol Hill to James Madison's on Friday, December 17th at 4:00 p.m. and returning on Sunday, December 19th at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation. To reserve space on the shuttle, please complete the registration form.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms and secure approval from the Ethics Committee. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

Please submit all required documentation to the Ethics Committee by Wednesday, November 17, 2021:

- 1) **Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Traveler Form, (available on the Ethics website, <https://ethics.house.gov/forms/travel>) due by Wednesday, November 17, 2021. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.**

COVID-19 Safety Policy

Please be sure to input your information into the ReturnSafe app as outline below by COB, December 10th. If your information is not inputted, you will be required to arrive on campus 1 hour before seminars for daily PCR testing. Please don't hesitate to reach out to Arielle Lyons with any questions or concerns.

- **The Institute is using the ReturnSafe app to capture, track, and securely store vaccination data about its attendees. Please follow these steps to install and use the ReturnSafe app:**
 - **iPhone users:**
 - Install the app from the [Apple App Store](#).
 - **Android users:**
 - Install the app from the [Google Play Store](#).
 - **Web (Mobile or Desktop/Laptop):**
 - <https://desktop.returnsafe.com>

To use the app you will need the following information:

Workspace: aspeninstitute

Program Host or Group: Socrates Program

Event name: 2021 Emerging Governance Leaders Seminar

Event Start Date: December 17, 2021

Here are a few additional items to facilitate your planning:

Lodging – participants will all be staying at the Constitutional Village at James Madison's Montpelier in Montpelier Station, Virginia. To secure your housing, please ensure you have completed the registration form. If you have any

SOCRATES PROGRAM

 **aspen institute**

Emerging Governance Leaders Seminar *Leadership & the Role of Congress*

Seminar will be moderated by Collen Shogan, Ph.D.

Seminar Weekend Schedule

December 17th – 19th

James Madison's Montpelier

Montpelier Station, Virginia

Seminar Location: Claude Moore Hall

This weekend seminar will focus on three aspects: 1) developing skills that are applicable to the legislative body; 2) building informal networks that are key to career advancement and support; and 3) provide participants access to a range of Aspen Institute programming. This opportunity will provide staffers and those interested in government careers with experiences and tools to help them thrive in their current roles and better position themselves for longer, more impactful careers in the U.S. Congress.

Friday, December 17th

- | | |
|-----------------------|--|
| 5:00 p.m. | Shuttle departure from Capitol Hill |
| 7:00 p.m. | Shuttle arrives at James Madison's Montpelier |
| 7:30 p.m. – 8:15 p.m. | Seminar Check-In & Reception <i>Carriage Room</i> |
| 8:00 p.m. – 9:30 p.m. | Socrates Opening Dinner and Program <i>Dining Room</i> |

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

Saturday, December 18th

- | | |
|-----------------------|--|
| 7:45 a.m. – 9:00 a.m. | Breakfast <i>Lewis Hall – Dining Room</i> |
|-----------------------|--|

questions regarding logistics and travel, please feel free to call Socrates Program Coordinator, Arielle Lyons at 970-618-4020

Seminar materials – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Please note your preferred address for your seminar materials to be sent to on the registration form. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions regarding the readings, please feel free to call Socrates Program Coordinator, Catherine Campos at 954-649-2229.

Kind Regards,



Cordell Carter, II | The Aspen Institute
Director, Socrates Program
2300 N St. NW, Suite 700
Washington, DC 20037
(202)736-2922
cordell.carter@aspeninstitute.org

9:00 a.m. – 12:00 p.m.
(Break 10:30 a.m. –
10:45 a.m.)

Seminar Session I: The Evolution of Congress: How Did We Get Here?

Claude Moore Hall

Seminar discussions are based on the following texts and videos:

Origins

- Hamilton / Madison, The Federalist Papers “No. 57” and “No. 6”
- Nelson Polsby, How Congress Evolves, “Causes of Liberalization” and “Overview of the House” pp. 80-96 and 148-155
- Barbara Sinclair, Congress Reconsidered, “The New World of U.S. Senators” 11th edition, pp. 1-4

What Does It Mean to Represent? Mr. Smith versus Charlie Wilson

- “Mr. Smith Goes To Washington” [movie clip](#). 1939
- “Charlie Wilson’s War” [movie clip](#). 2007
- Note: Brief movie clips are shown specifically for discussion purposes around the subject matter of working in Washington and to guide discussion (not for entertainment purposes)

12:00 p.m. – 12:45 p.m.

Working Lunch with Discussion of Seminar Session I

Lewis Hall – Dining Room

Conversation will consider the evolution of Congress and what it means to represent.

12:45 p.m. -- 1:45 p.m.

Historical Tour of James Madison’s Montpelier

A memorial to James Madison and the Enslaved Community, a museum of American history, and a center for constitutional education that engages the public with the enduring legacy of Madison's most powerful idea: government by the people.

Led by TBD, TBD

2:00 p.m. – 5:00 p.m.
(Break 3:30 p.m. -
3:45 p.m.)

Seminar Session II: Congress and Its Governance Challenges

Claude Moore Hall

Resources and Knowledge in Congress

- Kevin Kosar and various authors. "Restoring Congress as the First Branch," R Street Policy Study #50. pp. 1-6
- Matthew Glassman, "Why Congress Doesn't Always Do The Right Thing," New York Times. February 7, 2018

Technology and Changing Norms of Representation

- Grace Gedy, "How Congress Got Dumb on Tech – and How it Can Get Smart," Washington Monthly

Is Congress a Dysfunctional Place to Work?

- Paul Hanges, Frances Lee, Kristina Miller, Jennifer Wessel, "Report on the Organizational Climate of Congress." University of Maryland, October 2019 pp. 9-20 and 46-56

Reform Proposals

- Laura Maristany and Maria Robles Meier, "Building and Maintaining a Diverse and Inclusive Congressional Office", *Representative Democracy*, pp. 13-28
- Molly Reynolds, "What is the Senate filibuster and what would it take to eliminate it?" *The Brookings Institution*, September 9, 2020
- Claire Abernathy, PhD., Kevin Esterling, PhD., and Marci Harris, JD., "Report from the Subcommittee on Technology and Innovation," Section: "Addressing the Internal Pacing Problem" (pp. 12-19), American Political Science Association Task Force on Congressional Reform
- "Modernize Congress" website
 - Explore solutions [here](#)
- Yuval Levin, "Building a More Civil and Collaborative Culture in Congress: Some Diagnostic and Prescriptive Reflections," American Enterprise Institute

6:00 p.m. – 7:00 p.m.

Reception
Carriage Room

7:00 p.m. – 8:00 p.m.

Lewis Hall- Dining Room

Dinner with Discussion of Seminar Session II

8:00 p.m. – 9:00 p.m.

Life & Lessons in Congress

A conversation with **William Hoagland**, Bipartisan Policy Center Senior years of federal government service including 25 years served on the hill. The conversation will include generalized advice for succeeding in careers in public service as well as a Q & A with program participants.

Moderated by **Cordell Carter**, Socrates Program Executive Director

Sunday, December 19th

8:00 a.m. – 9:00 a.m.

Breakfast

Lewis Hall – Dining Room

9:00 a.m. – 12:00 p.m.

(Break 10:30 a.m. –
10:45 a.m.)

Seminar Session III: TBD Speakers

Claude Moore Hall

TBD

12:00 p.m.

Check-Out

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar III

Lewis Hall – Dining Room

Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today.

1:00 p.m.

Shuttle departs for Capitol Hill

3:00 p.m.

Shuttle drops off participants

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
2. Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership, responsible governance and the role of Congress
3. Dates of travel: Dec 17, 2021 - Dec 19, 2021
4. Place of travel: Montpelier Station, VA
5. Name and title of Senate invitees: See attached
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted the trip (including selected the participants, developed the agenda, planned the seminar and coordinated the travel). (See attached Appendix)

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas (See attached Appendix)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional trips; the Socrates Program, specifically, also has conducted congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute organizes numerous educational activities, including briefings, round tables, forums and conferences for a diverse range of attendees including federal and state policy makers, business and organization leaders, members of the press and the general public. (See attached Appendix)

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|-------------------------|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$132.22 | \$192.00 | \$147.5 | \$170.00 |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) The trip involves an event that is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

James Madison's Montpelier in Montpelier Station, VA is close to Washington, D.C., which provides for ease of travel for participants and moderator(s). It also is historically relevant to the seminar topic.

19. Name and location of hotel or other lodging facility:

James Madison's Montpelier

Montpelier Station, VA 22957

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses for lodging, meals, and other expenses are equal to the per diem rates for
official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

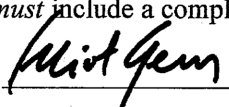
Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and
the conference center.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Elliot Gerson EVP of Policy & Public Programs

Name of Organization: The Aspen Institute

Address: 2300 N St NW, Suite 700 Washington, DC 20037

Telephone Number: 202-736-5859

Fax Number:

E-mail Address: lisa.jones@aspeninstitute.org